

WITHDRAWN- RETURNED WITHOUT ACTION

Request for Records Disposition Authority

Records Schedule Number	DAA-0439-2020-0002
Schedule Status	Returned Without Action
Agency or Establishment	Administration for Community Living
Record Group / Scheduling Group	Records of the Administration for Community Living
Records Schedule applies to	Agency-wide
Schedule Subject	Records for the Administration for Community Living
Internal agency concurrences will be provided	No

Background Information	The Administration for Community Living is an agency within the Department of Health and Human Services. ACL is the Federal agency responsible for increasing access to community supports, while focusing attention and resources on the unique needs of older Americans and people with disabilities across the lifespan. The records in this schedule cover the records of the Administration for Community Living and its subcomponents. The Administration on Aging (AoA) underwent a reorganization in April of 2012 and was renamed the Administration for Community Living.
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Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	11

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

Outline of Records Schedule Items for DAA-0439-2020-0002

Sequence Number	
1	Documents for Approval/Signature for the Assistant Secretary/Administrator or Designee Disposition Authority Number: DAA-0439-2020-0002-0001
2	Regulation and Policy Documents Disposition Authority Number: DAA-0439-2020-0002-0002
3	Routine Correspondence Disposition Authority Number: DAA-0439-2020-0002-0003
4	Delegations, Designations of Authority and Organization Analysis Files Disposition Authority Number: DAA-0439-2020-0002-0004
5	Memoranda of Understanding (MOU)/Inter-Agency Agreements (IAA) Disposition Authority Number: DAA-0439-2020-0002-0005
6	ACL Reports to Congress and Accomplishment Reports Disposition Authority Number: DAA-0439-2020-0002-0006
7	Education Campaign Materials Disposition Authority Number: DAA-0439-2020-0002-0007
8	ACL Photographic Files Disposition Authority Number: DAA-0439-2020-0002-0008
9	Moving Image Files Disposition Authority Number: DAA-0439-2020-0002-0009
10	Press releases, Speeches and Testimony Disposition Authority Number: DAA-0439-2020-0002-0010
11	Fact Sheets Disposition Authority Number: DAA-0439-2020-0002-0011

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

Records Schedule Items

Sequence Number											
1	Documents for Approval/Signature for the Assistant Secretary/Administrator or Designee										
	Disposition Authority Number	DAA-0439-2020-0002-0001									
	Documents for the approval/signature of the Assistant Secretary/Administrator or designee, include, but not limited to decision memoranda, regulations, reports, letters to members of Congress and ACL constituents and memoranda to ACL staff.										
	Final Disposition	Permanent									
	Item Status	Withdrawn									
	Is this item media neutral?	Yes									
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes									
	Do any of the records covered by this item exist as structured electronic data?	Yes									
	GRS or Superseded Authority Citation	N1-0439-09-07 /3									
	Disposition Instruction										
	Cutoff Instruction	Cutoff at the end of the fiscal year in which approved.									
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 3 year blocks 15 year(s) after newest record									
	Additional Information										
	What will be the date span of the initial transfer of records to the National Archives?	From 2004 To 2006									
	How frequently will your agency transfer these records to the National Archives?	Every 3 Years									
	<table><tr><td></td><td>Estimated Current Volume</td><td>Annual Accumulation</td></tr><tr><td>Electronic/Digital</td><td>12 GB</td><td>4 GB</td></tr><tr><td>Paper</td><td>3.25 Cubic feet</td><td>1.125 Cubic feet</td></tr></table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	12 GB	4 GB	Paper	3.25 Cubic feet	1.125 Cubic feet
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	12 GB	4 GB									
Paper	3.25 Cubic feet	1.125 Cubic feet									

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

2

Microform

Hardcopy or Analog Special
Media

Regulation and Policy Documents

Disposition Authority Number **DAA-0439-2020-0002-0002**

Any records documenting the reauthorization of authorized statutes that guide ACL in administering its programs. Regulations and policy interpretation files (including OGC interpretation) which are from the drafting of new and or revised rules and policy. Program instructions to various states that provide guidance on required activities such as state plans and reports.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

GRS or Superseded Authority **N1-439-09-001 /4**
Citation **N1-439-09-007 /1**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year in which created.**

Transfer to the National Archives **Transfer to the National Archives in 3 year blocks 15**
for Accessioning **year(s) after the newest record**

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives? **From 2004 To 2006**

How frequently will your agency
transfer these records to the
National Archives? **Every 3 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	50 MB
Paper	2.125 Cubic feet	.5625 Cubic feet

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Microform		
Hardcopy or Analog Special Media		

Routine Correspondence

Disposition Authority Number DAA-0439-2020-0002-0003

Controlled correspondence which is routine in nature but came through the Executive Secretariat's office. Also included are action documents supporting GAO/OIG reports and Congress.

Final Disposition	Temporary

Item Status Withdrawn

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority	N1-439-09-007 /2
Citation	N1-439-09-007 /6

Disposition Instruction

Cutoff Instruction	Cutoff at the end of the fiscal year.
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Retention Period	Destroy 5 year(s) after cutoff.
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Additional Information

GAO Approval	Not Required
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Delegations, Designations of Authority and Organization Analysis Files

Disposition Authority Number DAA-0439-2020-0002-0004

The Administrator for Community Living delegates and or designates to a lower level of authority the ability to oversee, administer and ensure prompt and immediate decisions in program and management activities. Records which effect changes in the organization, functions, or relationships of components of ACL. Included are approved/disapproved organizational and staffing plans and charts, delegations of authority, reorganization plans, functional or mission statements, and directly related papers.

Final Disposition	Permanent
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Item Status	Withdrawn
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-439-09-007 /5
N1-439-09-002 /4

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which created.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2004 To 2004

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	50 MB
Paper	2.125 Cubic feet	.5625 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Memoranda of Understanding (MOU)/Inter-Agency Agreements (IAA)

Disposition Authority Number DAA-0439-2020-0002-0005

Memoranda of Understanding and Inter-Agency Agreements between the Administration for Community Living and other agencies within the Department of Health and Human Services as well as other agencies within the Federal government. These agreements provide a partnership and/or goods and services.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

N1-439-09-007 /9

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the fiscal year when completed or discontinued.

Retention Period

Destroy 3 year(s) after cutoff or when no longer needed for reference, whichever is later.

Additional Information

GAO Approval

Not Required

ACL Reports to Congress and Accomplishment Reports

Disposition Authority Number

DAA-0439-2020-0002-0006

Annual, Bi-Annual reports which are required by Congressional statute that cover programs within ACL. Accomplishment reports highlight accomplishments of the ACL Network and the National Aging Services Network in the modernization of the delivery of aging services.

Final Disposition

Permanent

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

NC1-439-85-01/8

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the fiscal year in which created.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 3 year blocks 15 year(s) after the newest record is 15 years old

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2002 To 2004

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	12 MB	4 MB
Paper	0.1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

Education Campaign Materials

Disposition Authority Number **DAA-0439-2020-0002-0007**

Materials such as logos, posters and promotional kits developed in conjunction with mission related educational campaigns initiated by ACL.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-439-09-006/ 2**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year in which created.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 3 year blocks 15 year(s) after newest record**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2001 To 2004**

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WITHDRAWN- RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	4 MB
Paper	0.56 Cubic feet	0.02 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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ACL Photographic Files

Disposition Authority Number **DAA-0439-2020-0002-0008**

Photographs taken at Administration for Community Living events and meetings. Images of senior agency officials conducting activities related to the mission of ACL. Files may include color and black and white prints and negatives, as well as digital photographs.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **N1-439-09-006 /3/a**

Disposition Instruction

Cutoff Instruction **Cut of at the end of the fiscal year in which created.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cutoff**

Additional Information

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

What will be the date span of the initial transfer of records to the National Archives? From 1965 To 2004

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	3 MB
Paper	0.1 Cubic feet	0.1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Moving Image Files

Disposition Authority Number DAA-0439-2020-0002-0009

These files provide documentation on the organization, functions, policies, procedures and essential transactions of ACL. Included in the files are recordings of Commissioners and Assistant Secretaries providing oral histories of the evolution of aging policy. These files may also consist of recordings of official speeches, television conferences, meetings, interview and panel discussion.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-439-09-006 /4

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which created.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

Transfer to the National Archives
for Accessioning

Transfer to the National Archives 5 year(s) after
cutoff

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

From 2009 To 2009

How frequently will your agency
transfer these records to the
National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		12 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

10

Press releases, Speeches and Testimony

Disposition Authority Number

DAA-0439-2020-0002-0010

Press releases related to the dissemination of information to any public communications media advising of ACL's position on various subject matters and action taken. Speeches and Testimony given by the Administrator to Congress and or key stakeholders within the Aging Network.

Final Disposition

Permanent

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

Yes

Do any of the records covered
by this item exist as structured
electronic data?

Yes

GRS or Superseded Authority
Citation

N1-439-09-006 /6

Disposition Instruction

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

Cutoff Instruction Cutoff at the end of the fiscal year in which created.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2001 To 2004

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	25 MB
Paper	.10 Cubic feet	0.02 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Fact Sheets

Disposition Authority Number DAA-0439-2020-0002-0011

Publications developed to highlight Administration for Community Living policies and programs.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which created.

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	Transfer to the National Archives for Accessioning	Transfer to the National Archives 5 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 2009 To 2009
	How frequently will your agency transfer these records to the National Archives?	Every 1 Years

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0439-2020-0002**

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/27/2019	Certify	Richard Nicholls	Chief of Staff and Executive Secretary	Immediate Office of the Administrator - Administration for Aging
01/16/2020	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
03/31/2020	Submit For Certification	Caldwell Jackson	Staff Assistant	Administration for Aging - Office of the Administrator
05/29/2020	Certify	Richard Nicholls	Chief of Staff and Executive Secretary	Immediate Office of the Administrator - Administration for Aging
09/13/2022	Return Without Action	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services

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